



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.2.15	Subject: DPHHS PAYMENT SYSTEM PROCEDURE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3
Section 2: Fiscal Management	Revision Date:
Signature: /s/ by Director 5/19/96	Effective Date: May 15, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to follow a standardized payment process for provider reimbursement for juvenile offenders and youth in need of supervision placed in State-funded out-of-home placements. **No provider reimbursement will be authorized for any placement that does not comply with the DPHHS Payment System.**

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections
DOC 1.1.1 Purpose, Mission and Management Philosophy

III. DEFINITIONS:

Youth in Need of Supervision means a youth who commits an offense prohibited by law that, if committed by an adult, would not constitute a criminal offense.

DPHHS means the Department of Public Health and Human Services.

Probation Officer means, for the purpose of this policy, a juvenile officer who is funded and supervised by the county.

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IV. PROCEDURES:

The Department Foster-Care budget was appropriated to provide financial support for any youth who is determined to be a Youth in Need of Supervision or an Adjudicated Delinquent and recommended for placement outside the home for a period of 45 days or longer. Referrals may evolve from either the Youth Court Probation Department or the Department of Corrections. The process for qualifying an offender for Department of Corrections financial support is accomplished in the following three steps:

A. STEP ONE - Referral and Placing Worker Signature

1. Form DFS-1 must be completed and signed by the worker assigned to the case being recommended for placement. A DFS-1 form for payment authorization may be submitted by the following placing workers:
 - a) A Youth Court Probation Officer;
 - b) A Department of Corrections Parole Officer; or
 - c) The clinical supervisor at Montana Youth Alternatives.
2. The DFS-1 form must be completed accurately and completely in order to be considered for payment by the DPHHS. This form must include all requested information as well as the facility/program being considered for placement.
3. A Youth Court Order *or* other authorizing document *must* accompany the DFS-1. (A shelter-care or short-term group home placement of less than 45 days does not require a Court-Order *but does* require other documentation authorizing the placement.)
4. The placing worker shall forward the completed DFS-1 with the accompanying Youth Court Order (or other authorizing document) to the Community Corrections Regional Supervisor or designee.

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B. STEP TWO - Review and Community Corrections Regional Supervisor Signature

1. The Community Corrections Regional Supervisor or designee shall review the completed DFS-1 and accompanying documentation for accuracy and appropriateness.
2. The Community Corrections Regional Supervisor shall sign the DFS-1 on all approved placements.
3. If approved, the Community Corrections Regional Supervisor shall retain a copy of the DFS-1 and forward all other documentation to the Department's Residential Program Manager.

C. STEP THREE - Signature of Residential Program Manager

1. The Residential Program Manager shall provide a final review of all documentation for accuracy and appropriateness as well as to evaluate the budgetary impact.
2. The Residential Program Manager shall sign all approved DFS 1's and forward the original and Court Order and/or other authorized documentation to the DPHHS for payment.

V. CLOSING:

Questions concerning this policy shall be directed to the Residential Program Manager.